



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
REVENUE EXAMINER 3

ANNUAL \$73,352 SALARY APPLICATION CLOSING EXAM
SALARY: \$94,124 GROUP: AR 27 DATE: SEE BELOW NO: 061740ACMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH DATES FOR 2011)

PURPOSE OF CLASS: In the Department of Revenue Services this class is accountable for conducting the most difficult and complex examinations and/or leading examination teams or acting as an assistant supervisor in an office audit unit.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS AT THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years' experience in accounting or auditing.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the basic professional working level involving the interpretation and application of tax law and fiscal principles at the level a Revenue Examiner 2.

SUBSTITUTIONS ALLOWED: (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting may be substituted for one additional year of the General Experience. (3) Examination requirements met in any of the following may be substituted for one year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of auditing methods, procedures, and practices; considerable knowledge of accounting procedures, practices and systems of complex business corporations, partnerships and proprietorships; considerable knowledge of tax accounting methods and practices; considerable knowledge of appropriate tax statutes and regulations; considerable interpersonal skills; oral and written communication skills; considerable ability to analyze complex accounts, tax reports and financial statements and records; considerable ability to deal effectively with taxpayer, corporate officers, tax accountants, tax attorneys and co-workers; considerable ability to understand, interpret and apply tax statutes; ability to utilize EDP systems for financial analysis; some supervisory ability.

| | | |
|---|--------------------------------|----------------------|
| THE EXAMINATION WILL BE COMPOSED OF: | <u>PART</u> | <u>WEIGHT</u> |
| | EXPERIENCE AND TRAINING | 100% |

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by **APRIL 1, 2011 for the MAY 12, 2011 grading date; and by OCTOBER 4, 2011 for the NOVEMBER 15, 2011 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/cr1.aspx?page=13>) and at the Department of Revenue Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

(revised October 26, 2010)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.